

	Chief, Records Management	Starr	20 June 1900
Attn:			
	Chief, Audit Staff		
			•
	Revised Records Control S	chedule for Aud:	it Staff
	Attached is an Audit Staf	f Records Contro	ol Schedule
which h	as been revised to amplify	Schedule No. 33	3-65
approve	d 28 April 1965.		<u> </u>
		Chief, Audit S	taff
Attachm	ent		•

Distribution:
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RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

AUDIT STAFF



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Memorandum

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то	:	Chief, Records Management Staff	DATE:	22 April	1965
ATTN	:				
FROM	: '	Chief, Audit Staff			
subjec	T:	Revised Records Control Schedule for Audit	Staff		
		ached is a revised records control schedule	for Au	dit Staff.	The
prepar	ra t	ion of this schedule was coordinated with		or Aom.	
staff	an	d is submitted for approval.			

Attachment

Distribution:

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e gêr	RECORD'SPRONTROLF उट्टाइटीस कुट 2005/11/21 : (SERPET	schedule no. -00487A000100620602-95 5 CONCURRENCE
OFFICE.	, DIVISION, BRANCH	-	S I GNATURE 2
A.	audit Staff		Chief, Audit Staff 23 April 1965
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
. 1	SUBJECT FILE	A	PPROV 28 4 5 1 1965
-	Consists of correspondence, reports and		Date
1	related forms pertaining to the administration,		CIA Records Administration Officer
	operation and organization of the Audit Staff.		
	a. Records documenting organization,	8	Permanent. Disposal not authorized. Retire
	management and policy in operations		to Records Center when inactive. (Retire-
	of the Audit Staff, 1947 to date.		ment requires concurrence of Chief or
	b. Records relating to the administration		Deputy Chief, Audit Staff).
	of the housekeeping functions such as	6	Temporary. Review annually and destroy
	finance, personnel, security and		obsolete material.
	training.		
2	AUDIT REPORT FILES		
	Consists of audit reports and related	12	Permanent. Disposal not authorized. Retire
	correspondence applicable to audits of Head-		to Records Center when inactive. (Retirement
	quarters components, projects, stations, bases,	!	requires concurrence of Chief, or Deputy
	and miscellaneous activities of the Agency,	1	Chief, Audit Staff.)
	foreign, 1951 to date.	CECRET	
	Approved For Release 2005/11/21 :	CIA-RDP76	8-00487A000100020002-9

FORM NO. 139 USE PREVIOUS 1 JAN 56

ITEM NO.			DISCOULTION INCTINUE IONS
TIEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	Approved For Release 2005/11/21 : CIA-R WORK PAPER FILES	SEUNET.	7 A000 100020002-9
	Consists of detailed work papers	34	Temporary. Maintain work papers covering
	produced in connection with audits of Head-		last two audits and destroy prior work
	quarters components, projects, stations, bases,		papers.
	and miscellaneous activities of the Agency.		
4	LIBRARY MATERIAL		
ļ	Bound volumes of reference material con-	3	Temporary. Disposal not authorized.
Ì	sisting of Comptroller General's Decisions,		Return to Library when no longer needed.
	Accounting and auditing text books,		
	dictionaries, etc.	4	
5	REFERENCE PUBLICATIONS FILES		
	Consists of Agency regulations, notices,	4	Temporary. Retain rescinded or superceded
	handbooks, allotment codes, station codes, etc.		material for two years and destroy.
6	MAIL CONTROL LOGS AND DOCUMENT RECEIPTS		
	a. Top Secret Log	NA	Destroy 10 years after documents are
			downgraded, transferred to Records Center,
			destroyed, or sent outside control point.
	b. <u>Top Secret Cover Sheets</u>	NA	Destroy 10 years after document has been
			downgraded, destroyed, or sent outside
	Approved For Pologoe 2005/44/24 : CIA P	SECRET	Agency.
l	Approved For Release 2005/11/21 : CIA-R	ΨΡ/8-0048	A000 100020002-9

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	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R	SECRET	7A000100020002-3
	c. Secret and Below Log	NA	Destroy after one year.
	d. <u>Classified Document Receipts</u>	NA	Destroy after two years.
	e. Courier Receipts Including Top Secret	NA	Destroy after three months.
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RECARPSOCEN FOIL RECHES 205/11/21 : CO	ISCHEDULE NO. 33-3-68
OFFICE, DIVISION, BRANCH	s
Audit Staff	Chief, Audit Staft 2 0 JUN 1968
ITEM FILES IDENTIFICATION NO. (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)
1 SUBJECT FILE	25 June 19
Consists of correspondence, reports	APPROVED
and related forms pertaining to the	CIA Records Administration Officer
administration, operation and organiza-	
tion of the Audit Staff.	
a. Records documenting organiza-	Permanent. Disposal not authorized.
tion, management and policy in	Retire Headquarters/Field dispatch
operations of the Audit Staff,	and correspondence files to Records
1947 to date. This includes	Center after three years, and retire
dispatch and correspondence	other files when inactive. (Retire-
files between Headquarters and	ment requires concurrence of Chief or
field.	Deputy Chief, Audit Staff.)
b. Records relating to the adminis-	Temporary. Review annually and
tration of the housekeeping	destroy obsolete material.
functions such as finance,	
personnel, security and	
training. Approved For Release 2005/11/21 : CIA	-RDP78-00487A000100020002-9
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TEM NO.	FILES IDENTIFICATION VC Approved For Release 2005/11/21 : EIA RE	
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	c. Chrono correspondence and	Temporary. Retain for two years,
	report files.	then destroy.
	d. Cable files.	Temporary. Retain for two years,
		then destroy.
2	AUDIT REPORT FILES	
111	Consists of audit reports and	Permanent. Disposal not authorized.
	related correspondence applicable to	Retire to Records Center when inacti
	audits of Headquarters components,	(Retirement requires concurrence of
	projects, stations, bases, and miscel-	Chief or Deputy Chief, Audit Staff.)
	laneous activities of the Agency,	
	1951 to date.	
3	PUBLIC ACCOUNTANTS' AUDIT REPORT FILES	
μI	Consists of true name audit reports	Permanent. Disposal not authorized.
	issued by public accounting firms cover-	Retire to Records Center when five
	ing audits of Agency projects and other	years old or when no longer active.
	activities.	(Retirement requires concurrence of
	,	Chief or Deputy Chief, Audit Staff.)
	Approved For Release 2005/11/2	78-00487A000100020002-9

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	WORK PAPER FILES	FOPME-FO	487A000100020002-9
	Consists of detailed work papers		Temporary. Maintain work papers
	produced in connection with audits of		covering last two audits and destroy
	Headquarters components, projects,		prior work papers. Retain work papers
	stations, bases, and miscellaneous		relating to terminated activities for
	activities of the Agency.		two years after cut-off date of last
			audit, then destroy. (Do not destroy
			any work papers relating to uncleared
5	LIBRARY MATERIAL		audit matters.)
_	LIBRARI MAIERIAL		
	Bound volumes of reference material		Temporary. Disposal not authorized.
	consisting of Comptroller General's		Return to Library when no longer
	Decisions, Accounting and auditing text		needed.
	books, dictionaries, etc.		
6	REFERENCE PUBLICATIONS FILES		
	Consists of Agency regulations,		Temporary. Retain rescinded or
	notices, handbooks, allotment codes,		superceded material for two years,
	station codes, etc.		then destroy.
	lor	TODET	
	Approved For Release 2005/11/21 : OIA	RDP78-bo	487A000100020002-9

EM NO.	FILES IDENTIFICATION	VOLUME DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : QtA	FRDR78-00487A000100020002-9
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7	MAIL CONTROL LOGS AND DOCUMENT RECEIPTS	` `
	a. Top Secret Log	Destroy ten years after documents a
	Material Contestinate Commission	, , , , , , , , , , , , , , , , , , , ,
		daymounded house Council to December
	*	downgraded, transferred to Records
	·	
		Center, destroyed, or sent outside
		control point.
	· ·	
	b. Top Secret Cover Sheets	Destroy ten years after document ha
	De 100 Decres Cover Directs	bestroy ten years arter document na
		been downgraded, destroyed, or sent
		outside Agency.
	c. Secret and Below Log	Destroy after one year.
	MEDITATION THE CONTRACT CONTRA	
	d. Classified Document Receipts	Dog trace of the two seasons
	d. Crastifed cochient receipts	Destroy after two years.
	e. Courier Receipts Including	Destroy after three months.
	Top Secret	
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TEM NO.	FILES IDENTIFICATION Audit Staff	VOLUME	2] July 1994SPOSITION INSTRUCTIONS 6/2. 0+
	Approved For Release 2005/11/21 : CIA-	RDP78-004	87A000100020002-9
8	MACHINE LISTINGS		
	Statement of Advance Accounts, Alpha Listing, Expense Listing by FAN Number and Object Class. Used by auditors in connection with their day to day work.	2	Temporary. Retain current listing only. Destroy previous listing upon receipt of current one. (mon-numb)
			audit Stoff Records management afficer July 21, 1970
		-	July 21, 1970
		APPROVE	21 July 1970
		CIA	Records Administration Officer
	1.73.70		
ĺ	Approved For Release 2005/11/21 : CIA-	 RDP78-004	87A000100020002-9
	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	CONTINUAT	

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